CALSTARS
OPERATIONS MEMO

DEPARTMENT OF FINANCE

	No. 05-04
Subject: New Online Claim Schedule Edits	**Date Issued:** 04/13/2005
References:	**Expires:** Until Advised

PURPOSE:

To introduce new online Financial Transaction Entry edits for automated claim schedule batches.

BACKGROUND:

The CALSTARS Procedures Manual (Volume 1, Chapter XI, beginning on page XI-3) presents a list of rules that should be followed when assembling an automated claim schedule batch for entry. Currently, during online entry of the transactions, several of these rules could be violated without any kind of warning message. Violations of the rules can lead to the following conditions after nightly batch processing:

Negative Net to Vendor Errors

A net of zero or minus dollar payment causes a fatal error preventing the automated claim schedule batch from printing. The error must be corrected before printing can occur. Automated claim schedule batches must contain a positive payment amount for all vendors net of all discounts and credit memos.

Multiple Warrants Issued to the Same Vendor

The automated claim schedule batch produces multiple warrants for a vendor. Although this is not a fatal error, agencies should avoid issuing multiple warrants to the same vendor. This condition occurs when all payment transactions for a vendor are not entered consecutively within a batch.

Split Claim Schedules

A single automated claim schedule batch is split creating multiple face sheets. A letter is appended to the end of the Claim Schedule Number to distinguish the split batch. Split claim schedules are typically caused by: (1) payments to more than 12 vendors; or, (2) payments against multiple enactment years or appropriations. This is often the result of transaction coding errors and can be difficult for agencies to correct.

NEW ONLINE CLAIM SCHEDULE EDITS:

Five new online edits have been added to the financial transaction entry process for automated claim schedule batches to address the conditions discussed above. Violation of these edits will trigger an online pop-up screen with a warning message and recommended action. These edits will check batches for the following conditions:

- Negative net payments to a vendor

- Multiple warrants for the same vendor
- Batch contains more than 12 vendors
- Batch contains payments against multiple enactment years
- Batch contains payments against multiple appropriations

Refer to Attachment I for a detailed discussion of each of these new online edits. These edits will only be performed on claim schedule transactions if the Batch Header Edit Indicator is set to '1' or '2'. These edits will not be performed if the Batch Header Edit Indicator is '0'. Also, these edits will be discontinued for the entire batch if any transaction is overridden using the F10-Force key on the financial transaction entry screen.

REQUIRED ACTIONS

The new online edits will be installed on April 20, 2005 and may affect staff responsible for preparing and entering automated claim schedule batches. These edits are not applicable for automated claim schedule batches uploaded into CALSTARS using external agency processes.

Distribute this COM to staff that enter claim schedule batches. Be sure staff understand the new online edit features so that claim schedule payments are not delayed unnecessarily.

If you have any questions, please call the HOTLINE at (916) 327-0100, CNET 467-0100 or your CALSTARS Analyst.

/s/Ken Lane
Assistant Program Budget Manager
Attachment

Attachment I
New Online Claim Schedule Edits

Five new online edits have been added to the financial transaction entry process for automated claim schedule batches. Violation of these edits will trigger an online pop-up screen with a warning message and recommended action. These new online edits will only be performed on claim schedule transactions if the Batch Header Edit Indicator is set to '1' or '2'. They will not be performed if the Batch Header Edit Indicator is '0'.

Four of these edits can be ignored using the F10 key after the online pop-up warning message screen is displayed. Please note that the F10 key within the new online pop-up screens and the F10-Force key on existing Financial Transaction Entry screens work differently:

- From the new pop-up warning message screen (except for the negative net to vendor edit), the F10 key allows the user to ignore that specific warning. This is discussed in greater detail within each of the edits below.

- From the Financial Transaction Entry screen, the F10-Force key allows users to override all online edits and errors (including these new online edits), and 'saves' the unedited transaction for nightly batch update processing. Use of the F10-Force key on any single transaction will also interrupt and disable these new online edits for the remainder of the claim schedule batch. All subsequent transactions for that batch will bypass the new online edits discussed below.

EDIT TO PREVENT NEGATIVE NET TO VENDOR

A new online edit has been added for credit memo transactions to prevent a "negative net to vendor". The online pop-up message shown below will be displayed under the following conditions:

- Credit memo is not entered immediately following payment transactions for that vendor
- Net of payments and credits equal zero
- Credit memo amount is greater than payment amounts

This message is fatal. Action must be taken to correct or cancel the transaction in order to proceed. If not corrected, this condition will prevent the automated claim schedule batch from printing. The corrective actions are discussed within the online pop-up message.

```
                     ACTION CONFIRMATION
                      ACTION DISALLOWED

You are attempting to add an entry that will create a 'negative net to
vendor'.  This might be the result of one of the following 3 actions.

 - The credit memo amount is greater than or equal to the previously entered
 payment(s) for the same vendor.  Press PF2 to return to the entry screen and
 verify credit amount entered.  If correct, press PF7 to review the
 correctness of amount(s) entered for the associated payment entry(s).

 - The credit memo entry does not directly follow an associated entry.  To
 correct this, press PF2 to return to the transaction entry screen, cancel
 the entry using the PF9 key, then re-enter this credit memo using the
 'Insert' function directly following an associated payment entry.

 - The credit memo entry is being entered without an associated payment
 entry.  To correct this, press PF2 to return to the transaction entry
 screen, enter the payment transaction(s), then re-enter the credit memo.

           PF2 to correct or cancel this transaction.
```

This edit will not prevent all negative net to vendor errors. A negative net to vendor error can still occur under the following circumstances:

- If the "Insert" function is used for a credit memo entry the system will only read the previously entered consecutive payment records for that vendor until it finds enough payments to exceed the inserted credit entry. If another credit memo already exists for that vendor, the system warning could be bypassed even though the inserted credit causes a negative net because of the technique of reading only until payments exceed the inserted credit entry.

- If a payment and an associated credit memo entry is successfully added and then the payment entry is subsequently "Changed", the system will not perform this edit. The negative net to vendor message will not be displayed even if the credit now exceeds the total payment entries.

EDITS TO PREVENT MULTIPLE WARRANTS ISSUED TO THE SAME VENDOR

These edits were added to prevent inadvertently issuing multiple warrants to the same vendor within a claim schedule. This condition occurs when all payment transactions for a vendor are not entered consecutively within a batch. For this edit, vendors are compared by Vendor Number/Suffix or Vendor Name and Address Line 1. Although this is not a fatal error, agencies should avoid issuing multiple warrants to the same vendor.

There are three possible warning messages related to this edit depending upon the transaction entry activity. As described in the pop-up warning messages below, this edit can be overridden by using the PF10 key. If an override is elected for a vendor, this warning edit will be disabled for the remainder of the batch entry for all vendors.

The warning message below is displayed when multiple payment transactions are entered non-consecutively for the same vendor. The corrective actions are discussed within the online pop-up message.

```
                   A C T I O N   C O N F I R M A T I O N
WARNING!! USING THIS VENDOR NUMBER/SUFFIX WILL CAUSE THIS VENDOR TO RECEIVE
MULTIPLE WARRANTS

This Vendor Number/Suffix has been entered in a previous transaction.
Multiple Invoices for the same vendor should be entered consecutively so
only one warrant is issued to that vendor at the same address.
         VERIFY THE ENTERED VENDOR NUMBER/SUFFIX IS CORRECT.

If the vendor number/suffix is correct, and you want only one warrant
issued to this vendor, return to the transaction entry screen and cancel
this entry using the PF9 key.  Then scroll back to the transaction(s)
previously entered for this vendor and add this invoice using the
'Insert' function.

If you want separate warrants issued to this vendor, press PF10 to
ignore this warning for this batch.  This option is not recommended
due to SCO requirements.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry
```

The warning message below is displayed when multiple payment transactions (using an Insert or Change Function) are entered for the same vendor non-consecutively and this same vendor had been used in a later transaction(s). The corrective actions are discussed within the online pop-up message.

```
                   A C T I O N   C O N F I R M A T I O N
WARNING!! USING THIS VENDOR NUMBER/SUFFIX WILL CAUSE THIS VENDOR TO RECEIVE
MULTIPLE WARRANTS

This Vendor Number/Suffix has been entered in a subsequent transaction.
Multiple Invoices for the same vendor should be entered consecutively so
only one warrant is issued to that vendor at the same address.
         VERIFY THE ENTERED VENDOR NUMBER/SUFFIX IS CORRECT.

If the vendor number/suffix is correct, and you want only one warrant
issued to this vendor, return to the transaction entry screen and cancel
this entry using the PF9 key.  Then scroll back to the transaction(s)
previously entered for this vendor and add this invoice using the
'Insert' function.

If you want separate warrants issued to this vendor, press PF10 to
ignore this warning for this batch.  This option is not recommended
due to SCO requirements.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry
```

The warning message below is displayed when insert or change activity within a batch splits a group of transactions previously entered for a vendor. If not corrected, this action will cause the printing of multiple warrants for that vendor. The corrective actions are discussed within the online pop-up message.

```
                   A C T I O N   C O N F I R M A T I O N
WARNING!! USING THIS VENDOR NUMBER/SUFFIX WILL CAUSE PREVIOUS VENDOR TO
RECEIVE MULTIPLE WARRANTS

The previous and subsequent transactions contain identical vendor numbers
different from the one you are entering.  Multiple Invoices for the same
vendor should be entered consecutively so only one warrant is issued to
that vendor at the same address.
      VERIFY THE ENTERED VENDOR NUMBER/SUFFIX IS CORRECT.

If the vendor number/suffix is correct, and you want only one warrant
issued, return to the transaction entry screen and cancel this entry using
the PF9 key.  Then scroll back/forward past the previously entered vendor
and add this invoice using the 'Insert' function.

If you want separate warrants issued to the previous/subsequent vendor,
press the PF10 key to ignore this warning for this batch.  This option is
not recommended due to SCO requirements.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry
```

EDITS TO PREVENT SPLIT CLAIM SCHEDULES

Split automated claim schedules cause multiple face sheets to be printed. Although this is not a fatal condition, it is not recommended and can be difficult to correct. Split claim schedules are typically caused by: (1) payments to more than 12 vendors; or, (2) payments against multiple enactment years or appropriations. The following edits were added to prevent inadvertent splits of automated claim schedule batches.

There are three possible warning messages related to this edit depending on the situation. As described in the pop-up warning messages below, these edits can be overridden by using the

PF10 key. If these warning messages are overridden, all of the edits for 'split claim schedules' and 'multiple warrants for a vendor' will be discontinued for the remainder of the batch entry. In other words, once an election is made to split a claim schedule batch, only the edit for 'negative net to vendor' will be performed.

13th Vendor

The warning message below is displayed when an attempt is made to add a 13th vendor to an automated claim schedule batch. Please note that the same vendor entered twice in a batch non-consecutively is counted as two separate vendors. The corrective actions are discussed within the online pop-up message.

```
                    A C T IO N   C O N F I R M A T I O N
    WARNING!! ADDING THIS ENTRY WILL CAUSE THE CLAIM SCHEDULE TO SPLIT.

You are attempting to add a 13th vendor to this schedule.  This will create
a split claim schedule and is not recommended!  This is caused by (1) adding
a 13th vendor; or (2) multiple invoices for the same vendor were not
entered consecutively, which creates the 13th vendor.  Multiple entries for
the same vendor must be grouped together (entered consecutively).

If you want to create a split claim schedule, press PF10 to ignore this
warning.  This warning message will not be displayed on subsequent
transactions in this batch if PF10 is pressed.

If you do not want to create a split claim schedule, press PF2 to return to
the transaction entry screen and correct the vendor number or cancel this
entry using the PF9 key and remove the invoice from this schedule.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry.
```

Different Enactment Year

The warning message below is displayed when an attempt is made to enter payment transactions against multiple Enactment Years within an automated claim schedule batch. The corrective actions are discussed within the online pop-up message.

```
                    A C T I O N   C O N F I R M A T I O N
    WARNING!! ADDING THIS ENTRY WILL CAUSE THE CLAIM SCHEDULE TO SPLIT.

You are attempting to add more than one Enactment Year to this claim
schedule.  This will create a split claim schedule and is not recommended!

If you want to create a split claim schedule, press PF10 to ignore this
warning.  This warning message will not be displayed on subsequent
transactions in this batch if PF10 is pressed.

If you do not want to create a split claim schedule, press PF2 to return
to the transaction entry screen and verify that the correct FFY was
entered.  If the correct FFY was entered, correct the PCA code or, if you
are attempting to override the disbursing fund segment, enter the correct
AS and/or check the Enactment Year (EY) within the AS.  Otherwise, cancel
this entry using the PF9 key and remove the invoice from this schedule.

Note: The Enactment Year within the AS must match the Enactment Year of
the previous transaction's AS to prevent a split claim schedule.

Press PF10 to ignore this warning, or PF2 to correct or cancel this entry.
```

Different Appropriation

The warning message below is displayed when an attempt is made to enter payment transactions against multiple appropriations within an automated claim schedule batch. The corrective actions are discussed within the online pop-up message.

```
                      A C T I O N   C O N F I R M A T I O N
       WARNING!! ADDING THIS ENTRY WILL CAUSE THE CLAIM SCHEDULE TO SPLIT.

   You are using different appropriation funding than the preceding entry(s).
   This will create a split claim schedule and is not recommended!

   If you want to create a split claim schedule, press PF10 to ignore this
   warning.  This warning will not be displayed on subsequent transactions in
   this batch if PF10 is pressed.

   If you do not want to create a split claim schedule, press PF2 to return
   to the transaction entry screen and verify that the correct PCA was
   entered.  If the correct PCA was entered, and you are attempting to
   override the disbursing fund segment, enter the correct appropriation
   symbol (AS).  Otherwise, cancel this entry using the PF9 key and remove
   the invoice from this schedule.

   Correction may require that the funding information within the PCA's AS be
   changed or that the AS being used be replaced with a different AS.

   Press PF10 to ignore this warning, or PF2 to correct or cancel this entry.
```